

October 8, 1974

MEMORANDUM FOR: A/DDI

SUBJECT : Alerting Memorandum--Internal Coordination,
Notification and Distribution

1. As you know, one of our major roles is to ensure that late breaking items are included in the current intelligence publications. The new alerting memorandum is but another form of publication, and in my judgement requires the same careful attention. This memorandum is designed to alert the various parties, especially the NIOs, to the role we the Operations Center must play in guarding against slips.

2. A problem arose shortly after the issuance of the very first alerting memorandum on Cambodia on Friday, 27 September. I discovered on Monday, 30 September, that this Agency had in its possession the previous Friday information which had a serious and direct bearing on the "tilt" of this memorandum, and with better coordination and cooperation could have been included. The message in question- [REDACTED] 25X1
[REDACTED] had a receipt time group of 272006 September or 1606 EDT. Granted it would have taken very fast action by all concerned to have incorporated the content of the message in the alert memorandum in time. But, we are geared to react this fast on other publications, and must also be prepared to on this one if we are to avoid embarrassment.

3. I do not imply that [REDACTED] necessarily 25X1
would have affected the thrust of the alerting memorandum. I am saying, however, that it could have, as can future messages which are resting somewhere in the bureaucracy at the very time alerting memorandums are being issued. Processing intelligence, getting the right piece of paper into the right hands, is the crux of the Operations Center's mission. Toward our supporting better the alerting memorandum, I would appreciate your efforts to ensure that:

a. The Operations Center be alerted as soon as possible that an alert memorandum has been authorized.

b. The Operations Center receive a copy of the alert memorandum as soon as it is signed.

c. The DDO inform his Divisions of the urgency of this category of memoranda, and their need to pay particular attention to contact with the DDO/DO in the Center during periods when these alerts are in preparation.

d. The D/DCI/NIO's advise his NIOs of the spirit of this memorandum and the need to follow uniform internal notification and distribution procedures.



25X1

Chief, CIA Operations Center

MEMORANDUM FOR: A/DDI

Dear Paul,

Attached is note on my concerns
re alerting memorandums we discussed
today.



10/8/74

(DATE)

FORM NO. 101 REPLACES FORM 10-101
1 AUG 54 WHICH MAY BE USED.

(47)

25X1